



Employment Opportunity - Stage Coordinator

The University of Lethbridge Faculty of Fine Arts is accepting applications for a continuing, 10-month (summer layoff) FTE Stage Coordinator with an approximate start-date of August 23, 2021.

Reporting to the Fine Arts Facility Manager, this position is a highly skilled senior technical position responsible for technical stage support in all spaces operated by the University Theatres. This position ensures that the guidelines, procedures, and restrictions of each space are adhered to by all user groups, including Faculty of Fine Arts departments, on-campus user groups, and public rental groups. The Stage Coordinator ensures the spaces are safe and secure, coordinates setups and technical support for the duration of the booking, while providing exceptional customer service.

The Stage Coordinator performs skilled tasks related to supervising, supporting, and operating specialty stage equipment including a single-purchase counter-weight fly system. The Stage Coordinator is responsible for smooth delivery of service for the full duration of each booking, including coordination and installation of set and stage setups, strikes, crewing, and backstage support. This position assists with setup, construction, and running of effects such as stage traps, slides, elevators, rakes, revolves, soft goods, masking, projection, and specialized rigging.

This position plays an integral role in delivering technical support to programs of study within the University of Lethbridge, Faculty of Fine Arts, and to external clients, which includes demonstrating techniques, mentoring, coordinating, and supervising students and hired casual labour, and assisting clients with onstage and offstage needs.

The Stage Coordinator works at heights and involves lifting weights in excess of 50 pounds. The candidate must possess current certifications in first aid, fall arrest, and aerial lift. Other certifications specific to theatre operations are an asset. The successful candidate is available to work flexible hours, including evenings and weekends.

- Excellent interpersonal, negotiation, customer service, communication, and problem-solving skills.
- Sharp attention to detail with strong organizational and time management skills.
- In-depth knowledge, understanding and experience of Alberta Safe Stages practices, stage carpentry, counter-weight fly systems, rigging, proficiency with ladders and scaffolding, and advanced theatre technical skills.
- Proficiency or knowledge in all theatre technical areas, including carpentry, sound, video, costuming, props, and lighting.
- Ability to lift and work with weights in excess of 50 pounds and at various lifts and heights.
- Experience stage managing and/or running large crews is an asset.
- Ability to balance multiple priorities while maintaining a positive outlook and working effectively in a collaborative environment.

- Proven mentorship and collaboration skills.
- Ability to use initiative to organize and follow through with complex tasks to meet tight deadlines.
- Experience and ability to establish and maintain effective working relationships, professional rapport, and effectively accomplish work within a post-secondary setting that includes a wide array of individuals, groups, policies, and processes.
- Demonstrated competence and commitment to equity, diversity and inclusion, and ability to be an effective team leader within a diverse community of students, faculty, and staff.

Applicants should submit a resume, references, and cover letter via the online uLethbridge PeopleAdmin portal (<https://uleth.peopleadmin.ca/postings/5003>). Applications accepted until July 26, 2021.

The University of Lethbridge invites applications from all qualified candidates; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given preference.

The University of Lethbridge is committed to providing an inclusive and barrier-free work environment, including through all aspects of the hiring process. If you require support during the hiring process, please contact Human Resources at human.resources@uleth.ca so that accommodations can be put in place to support you. All private information received in relation to your request for support will be kept confidential, only information required to facilitate the accommodation will be shared with the selection committee.